



SOUTH HILL TOWN COUNCIL

REGULAR MEETING MINUTES

TUESDAY, OCTOBER 11, 2022, 7:00 P.M.

The regular monthly meeting of the South Hill Town Council was held on Tuesday, October 11, 2022 at 7:00 p.m. in the Council Chambers of the South Hill Town Hall located at 211 S. Mecklenburg Avenue, South Hill, Virginia 23970. The meeting was also available livestream via YouTube at <https://www.youtube.com/channel/UCXx969rpU0hUwMLl1ot78g>. Town Clerk Anna Cratch took minutes of the meeting.

1. CALL TO ORDER

Honorable Mayor Dean Marion called the regular meeting to order at 7:00 p.m.

2. INVOCATION

Mayor Marion rendered the invocation.

3. ROLL CALL

Mayor Marion welcomed Randy Crocker to the meeting and thanked him for agreeing to serve. Mayor Marion called upon Town Clerk Anna Cratch to call the roll, which was as follows:

A. Council Members

Randy Crocker
W.M. "Mike" Moody

Lillie Feggins-Boone
Shep Moss

Delores B. Luster
Joseph E. Taylor, Jr.

Council members Alex Graham and Gavin L. Honeycutt were absent.

B. Staff in Attendance

Stuart Bowen, Police Chief
Anna B. Cratch, Town Clerk
C.J. Dean, Dir. of Municipal Services
Howard P. Estes, Jr., Town Attorney

Kim Callis, Town Manager
Sheila Cutrell, Dir. of Finance and Admin.
David Hash, Code Compliance Official

4. APPROVAL OF AGENDA

A motion was made by Councilwoman Feggins-Boone, second by Councilman Taylor, to approve the agenda for October 11, 2022. The motion carried unanimously.

5. APPROVAL OF MINUTES – SEPTEMBER 12, 2022 REGULAR MEETING

A motion was made by Councilman Moody, second by Councilwoman Luster, to approve the minutes of the regular meeting held on September 12, 2022 as distributed by Town Clerk Anna Cratch. The motion carried unanimously.

6. CITIZENS TO ADDRESS COUNCIL

Comments are limited to three minutes (five minutes if on behalf of a group).

The following citizens addressed Council:

- Wade Crowder – Requested followups regarding 1) fairness in issuing parking tickets, and 2) disciplinary action on alleged employee misconduct

7. PUBLIC HEARINGS

Comments are limited to three minutes (five minutes if on behalf of a group).

A. RE 2022-6, Request by Jamethro Rogers to rezone property owned by Superior Investments, Inc. located on the corner of Meadow Street and Brooke Avenue from Central Business District C-3 to General Dwelling District R2-16 – David Hash

David Hash informed Council a Public Hearing has been called for comments regarding the RE 2022-6 request by Jamethro Rogers to rezone property owned by Superior Investments, Inc. located on the corner of Meadow Street and Brooke Avenue from Central Business District C-3 to General Dwelling District R2-16. At its October 3 meeting, the South Hill Planning Commission recommended Council approval.

Mr. Hash opened the Public Hearing.

- Jamethro Rogers, owner of the property, shared plans for a duplex he wishes to build on the property.

Mr. Hash closed the Public Hearing. A couple of Council members mentioned neighbors have shared they would welcome the improvement to the area.

A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone, to approve the RE 2022-6 request by Jamethro Rogers to rezone property owned by Superior Investments, Inc. located on the corner of Meadow Street and Brooke Avenue from Central Business District C-3 to General Dwelling District R2-16. The motion carried unanimously.

8. TOWN MANAGER REPORT

A. 2023 Commonwealth Holiday Calendar

Kim Callis reported Governor Youngkin has approved the 2023 Commonwealth of Virginia Holiday Calendar. Council previously approved observance of additional time off awarded by the Governor. The 2023 additional time off is:

- Wednesday, November 22 – Town Hall closes at noon
- Friday, December 22 – Town Hall closes at noon

As Columbus Day/Yorktown Victory Day falls on October 9, 2023, Mr. Callis requested that the October 9 Town Council meeting be rescheduled to Tuesday, October 10.

A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone, to reschedule the October 9, 2023 Council meeting to Tuesday, October 10, 2023 in observance of Columbus Day/Yorktown Victory Day. The motion carried unanimously.

B. Ordinance Amendments

Mr. Callis informed Council staff has reviewed several sections of the Town Code and recommends amendments to clarify the following ordinances:

- § 2-254, Supervision by the mayor
- § 2-310 (Addition), Treasurer and Director of Finance
- § 78-66, Definitions
- § 78-70, Telephone service utility consumer tax; § 71, Penalty for failure to pay; and § 72, Local telecom consumer utility tax
- § 78-109, Application
- § 78-121 (Addition), Contractors
- § 78-161, Enforcement of article
- § 78-167, Report of taxes collected; remittances
- § 78-169, Penalty and interest for failure to remit taxes when due
- § 78-183, Collection
- § 78-202, Personal property tax relief
- § 86-33, Prerequisites for water service
- § 86-54, Deposits; cut-on fee
- § 86-56; Date of bills; penalties for delinquent payment; effect of nonpayment of bill or penalties

In answer to a question from Councilman Moss, Mr. Callis stated Attorney Estes will review the amendments prior to the advertising of the Public Hearing.

A motion was made by Councilman Taylor, second by Councilwoman Luster, to hold a Public Hearing at the November 14, 2022 Council meeting to hear comments on proposed clarifying amendments to several Town ordinances as presented. The motion carried unanimously.

9. FINANCE REPORT

A. Appropriation of VRSA Grant Funds

Sheila Cutrell reported that the Town has applied and been approved for a Risk Management Grant from VRSA, the Town's insurance company, in the amount of \$4,000. The grant funds will be used to purchase safety equipment for confined space and equipment to support fleet and heavy equipment while being serviced. Funds in the current budget will be used to cover any cost which exceeds the amount of the grant. Ms. Cutrell asked that Council appropriate grant funds in the amount of \$4,000 for the stated purpose.

In answer to a question from Councilwoman Luster, Ms. Cutrell stated that \$6,000/\$7,000 will be taken from the current budget to go with that.

A motion was made by Councilman Moody, second by Councilwoman Luster, to appropriate VRSA Risk Management Grant funds in the amount of \$4,000 to the FY22-23 budget to purchase safety equipment for confined space and equipment to support fleet and heavy equipment while being serviced. The motion carried unanimously.

B. Appropriation of ARPA SLFRF Grant Funds

Ms. Cutrell reported the Town has been awarded \$6,443.51 in the second round of federal State and Local Fiscal Recovery Funds (SLFRF) through the American Recovery Plan Act (ARPA) for the COVID-19 ARPA SLFRF Municipal Utility Assistance program. These funds will be used to assist residential municipal utility customers of the Town of South Hill with arrearages greater than 60 days for the time period between March 12, 2020 and August 31, 2021. Since the Town has resumed disconnection of service for nonpayment, these funds will be used to pay accounts that have been closed and have arrearages for the specified time period. Ms. Cutrell asked that Council appropriate the grant funds for this purpose.

Ms. Cutrell reported these funds cannot be used for any current open delinquent accounts because the Town does not have anyone who has a current open account with arrearages for this time period. This grant has to be used for water and sewer only.

A motion was made by Councilman Moss, second by Councilwoman Luster, to appropriate \$6,443.51 in COVID-19 ARPA SLFRF funds to assist residential municipal utility customers. The motion carried unanimously.

C. Investing of Funds

Sheila Cutrell informed Council that Town staff scheduled meetings with The Bank of Charlotte County and First Citizens Bank to discuss investment proposals. Prior to the scheduled meeting with The Bank of Charlotte County, information was received that The Bank of Charlotte County's investment proposal was being handled by the brokerage firm, Cetera Investment Services. Unfortunately, Cetera is not a "Qualified Public Depository" which prevents the Town from using them for investments.

The Budget and Finance Committee and Town staff met with representatives of First Citizens Bank on October 5, 2022 to interview banks and discuss investment proposals. After much discussion, staff recommends Town Council authorize the transfer of \$8M from the VIP Stable NAV Liquidity Pool to First Citizens Bank. The recommendation is to invest \$4M in a 1-Year Government Bond Portfolio with an estimated Yield-To-Worst of 3.68% and \$4M in a 3-Year Government Bond Portfolio with an estimated Yield-To-Worst of 4.03%. There is a .30% fee charged by First Citizens which effectively reduces the interest rates to 3.38% and 3.73% respectively. The 1-Year Government Bond Portfolio will provide monthly cash flow with one bond maturing each month for a 12-month period. The 3-Year Government Bond Portfolio will provide quarterly cash flow with one bond maturing each quarter for a 36-month period. As future interest rates cannot be predicted with certainty, based on the information available, staff and Council believe this is the best strategy to provide liquidity, benefit from current interest rates, and the opportunity to benefit from rising interest rates as bonds mature.

Councilman Moss commented that in the last 16 months, this liquidity pool has lost approximately \$500,000 of value. Ms. Cutrell reported that is the 1-3 Year Bond Fund. When asked by Councilman Moss why that money would not be pulled out and placed with First Citizens, Ms. Cutrell stated if those funds are moved, the loss is no longer a paper loss but is realized (as an actual loss). As long as the funds are not needed, Ms. Cutrell recommends they be left there until they are recovered. Councilman Moss mentioned that when the presentation was given, Council was all but assured that as interest rates rise, the net gains back would be recognized. Ms. Cutrell commented it is the market. As of September 30, it is currently paying 4.26% interest. In answer to a question from Councilman Crocker, Ms. Cutrell reported those funds are invested in stocks, treasury funds, treasury notes, corporate bonds,

and commercial paper; it is a variety. As long as we wait until the bond is matured, funds can be withdrawn with no penalty to the Town.

A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone, to authorize the Town Manager and Director of Finance and Administration to transfer \$8M from the VIP Stable NAV Liquidity Pool to First Citizens Bank for a \$4M investment in a 1-Year Government Bond Portfolio and a \$4M investment in a 3-Year Government Bond Portfolio. The motion passed via **roll-call vote** as follows:

Councilman Crocker-Aye	Councilwoman Feggins-Boone-Aye
Councilman Graham-Absent	Councilman Honeycutt-Absent
Councilwoman Luster-Aye	Councilman Moody-Aye
Councilman Moss-Aye	Councilman Taylor-Aye.

10. MUNICIPAL SERVICES REPORT

A. Bid Award for Leachate Disposal Site

C.J. Dean reported the Town of South Hill solicited bids for a new leachate disposal site that will be constructed on property owned by the Town. This relocation of the leachate site is necessary as Microsoft has proposed to relocate the existing sewer line on Butts Street, where the site is now, which will be shut down. The Town advertised for bids in the newspaper with bids due to the Town on September 16, 2022 at 11:00 a.m. The 13-acre rectangle is located on the corner of Country Lane and Raines Street going into the Industrial Park.

The Town received two bids.

- Barker Construction bid \$331,640.
- H G Reynolds Company, Inc. bid \$465,267.

A motion was made by Councilman Moody, second by Councilwoman Luster, to award the Leachate Disposal Site contract to Barker Construction in the amount of \$331,640, and for the Town Manager or his designee to execute all of the necessary documents for this project. The motion carried unanimously.

A motion was made by Councilman Moody, second by Councilwoman Luster, to advertise for a Public Hearing for amending the budget and appropriating the funding for the Leachate Disposal Site project at the November 14, 2022, Town Council meeting. The motion carried unanimously.

B. Bid Award for Public Works Maintenance Office

Mr. Dean reported the Town of South Hill solicited bids for the construction of a public works maintenance office on property owned by the Town next to the existing Town Shop. The Town advertised for bids in the newspaper. Bids were due to the Town on September 22, 2022 at 2:00 p.m.

The Town received two lump sum bids.

- H G Reynolds Company, Inc. bid \$2,323,000.
- Kenbridge Construction bid \$2,663,000.

The contractor is estimating nine months to complete the project. The budgeted figure for the work 18 months ago was \$1.5M. Additional money will come from the \$4.2M in ARPA funds coming in.

A motion was made by Councilwoman Luster, second by Councilman Taylor, to award the Town Public Works Maintenance Office contract to H G Reynolds Company, Inc. in the amount of \$2,323,000, and for the Town Manager or his designee to execute all of the necessary documents for this project. The motion carried unanimously.

A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone, to advertise for a Public Hearing for amending the budget and appropriating the additional funding for the Public Works Maintenance Office project at the November 14, 2022, Town Council meeting. The motion carried unanimously.

11. REPORTS TO APPROVE AS PRESENTED

For efficiency, the following reports for October 2022 were grouped to approve as presented.

A. Town Manager Report

i. Facilities Reservation Calendar

Kim Callis presented Council with a calendar of activities and reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities.

ii. Emergency Notification System

Mr. Callis reported the Town is working with the Southside Planning District Commission and other neighboring towns to partner on gathering information and identifying user-friendly emergency notification systems and to possibly obtain more favorable pricing. Each locality will identify the system best suited to its needs, but if there is commonality on a system, savings could be realized. More information will be forthcoming so this item can be considered in planning for the FY23-24 budget.

iii. Halloween Reminders

Mr. Callis reminded Council Halloween falls on Monday, October 31, 2022. The Chamber of Commerce has scheduled various Halloween activities for October 29. Following are the Town's ordinance provisions regarding Halloween:

- Trick or treaters must be age 12 or under.
- Trick or treating ends at 9:00 p.m. local time.
- Masks, costumes, and disguises may be worn only:
 - By children age 12 and under prior to 9:00 p.m.
 - By persons engaged in a bona fide theatrical production or masquerade ball
 - For medically necessary reasons
- A curfew is in effect for minors from 10:00 p.m. until 6:00 a.m. the following day except during an emergency or under the direct supervision of a parent, guardian, or other adult having the care and custody of the minor.

Virginia law prohibits persons under age 16 from riding in any trailers and pick-up truck bodies, whether open or covered by camper bodies, shells, etc.

While COVID is not as prevalent as it has been, people are reminded to consider precautions when celebrating Halloween:

- Trick or treaters may wish to wear protective gloves and protective masks under Halloween masks.
- Consider wearing protective masks and gloves when answering the door to trick or treaters.
- If you do not wish to receive trick or treaters, leave your porch light OFF.
- Trick or treaters should only approach those homes with porch lights ON.
- If you are uncomfortable with your children trick or treating simply do not allow them to do so.

B. Finance Report

Sheila Cutrell submitted the financial report as follows:

General Fund	- \$ 4,481,483.05	Total Investment Accounts	- \$24,542,982.62
Water and Sewer Fund	- 4,715,999.89	Total Police Dept. Savings	- \$ 33,204.90
Cemetery Fund	- 18,125.45	Total Taxes Due Thru 9/30/22	- \$ 219,797.79
Business Dist. Resurgence Grant	- 14,522.36	(Real Estate and Personal Property, all years)	
Total in Checking	- \$ 9,230,130.75		

C. Police Report

Chief Bowen submitted the police report. He reported there were 202 activity incidents, 54 reportable criminal offenses, 1232 calls for service, and \$5,390 property recovered. Other miscellaneous included 6 court hours, 96 training hours, 54 warrants issued, and 7 inoperative vehicles tagged.

He reported the following administrative news:

- Officer Ryan Mills completed 32 hours FTO certification at the Training Academy.
- Corporal Tony Solomon instructed Defensive Tactics at the Training Academy.
- Chief Stuart Bowen instructed Ethics No. 2 at the Training Academy. He also attended the FBINAA-VA Annual Conference.
- Lieutenant Ryan Durham attended the PELS Class in Richmond. He also attended the 2022 VALEAC Annual Conference in Virginia Beach.

D. Municipal Services Report

i. Projects Report

C.J. Dean submitted the projects report as follows:

- The contractor on the NE Sewer Project completed the bore and casing installation under Interstate 85. The line work should be completed within the next month.

- The Public Works Crew completed the installation of the sewer line replacement on Dortch Lane and has now moved over to Northington Street for utility replacement.
- The Town bid out the public works maintenance building. Bids were received on September 22, 2022.
- The Town bid out the leachate station project. Bids were received on September 16, 2022.
- The Town is reviewing the easements that pertain to the waterline that runs from the old water plant to the Meherrin River water pumping station. Since this line is no longer active, the easement should be abandoned after all landowners are identified. Town staff is working with the Town Attorney and a surveyor to complete this process.
- Mid Atlantic Broadband has contracted with a company to bury fiber optic lines to serve the Microsoft sites. Within the next few weeks, contractors will begin working to install the fiber optic lines from Powell Drive to Country Lane in two separate routes. The Town wants the public to be aware of the ongoing work and to be careful in the work zones. The work is anticipated to have some impact on vehicular traffic.

ii. South Hill Volunteer Fire Department (SHVFD) Report

Chief Vaughan submitted the fire report. Chief Vaughan reported the SHVFD responded to 71 total alarms with an average of 15 volunteers present per call. The current volunteer roster is 46. Calls responded to in Town were 49, within the county district were 22, and involving fire were 5. Mutual aid given was 11, and automatic aid received was 10. Training included hand held deployment, aerial operations, May Day training, and apparatus familiarization. Fundraising efforts included finalizing a new t-shirt to be sold to the public. Due to Hurricane IAN, the Fish Supper had to be canceled.

He reported the following administrative news:

- The return of Truck 7 is still approximately three to four months out. The loaner truck has been a huge asset to the department and community.
- The station improvements are just about complete. Town staff and volunteers have been working extremely hard and have done an exceptional job.
- The SHVFD currently has approximately 80% of the additional equipment purchases for Rescue 7 and hopes to have the rest by the end of the year.
- South Hill Volunteers responded to a total of 25 incidents during Hurricane IAN. Calls varied from structure fires, wrecks, entrapments, alarms, and downed trees with powerlines. Members handled all calls safely and professionally. Chief Vaughan shared he is very proud of the hard work and dedication they provided during the storm and every day. He also thanked their families and Auxiliary who prepared meals and snacks for the members as they continued to respond to the needs of the community.

E. Code Compliance Report

i. Report of Activity

David Hash submitted the report of activity as follows:

Inspections Completed	-	68
Permits Issued	-	28
Fees Collected	-	\$ 8,563.11
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 0
Work Value	-	\$ 1,618,212.89

New businesses included:

- Quik Stop 2, 212 S. Mecklenburg Avenue (convenience store; new owners Me23 LLC)
- South Hill Marathon, 531 E. Atlantic Street (convenience store; new owners Me24 LLC)
- The Whole Story LLC, 315 Pettus Street (nutrition counseling)
- Love Beam, 409 Jeffreys Lane (handmade jewelry)
- Debra Wright, 216 W. Atlantic Street (hairstylist)
- Daniela’s Boutique, LLC, 935 W. Atlantic Street (flea market vendor)
- Dot’s Stuff, 935 W. Atlantic Street (flea market vendor)
- John Manning Antiques, 935 W. Atlantic Street (flea market vendor)
- Starbucks Corporation, 101 Peebles Street (coffee shop)
- Eye Am Security, LLC, 110 Dortch Lane (armed security services)
- Harris Moving, 256 Circle Drive (moving service)

ii. Dilapidated Properties

Along with the list of completed dilapidated properties, a report on the status of approximately 71 dilapidated properties was also presented.

F. Business Development Report

Brent Morris submitted the business development report as follows:

- Town staff is working with a retailer looking at the former Peebles building. No lease has been signed at this time.
- Mr. Morris is continuing to work with a development group on several buildings in the downtown area. The group has purchased several and is looking at several more. Discussions include new upstairs apartments in addition to new retail on the ground level.
- During the month of September, Mr. Morris has shown downtown locations to several distilleries that have shown interest in South Hill. Suitable locations are continuing to be presented to each of them.
- Staff is continuing to work with a manufacturer looking at the Stage Distribution Center.
- Mr. Morris is continuing to push suitable sites to major restaurant chains that he is currently working with.
- On October 3, 2022, “Only in Virginia” rated South Hill as No. 8 in delightful rural towns in Virginia to visit.

G. Human Resources Report

Kristine Martin submitted the following administrative news:

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- HR coordinated meetings with Hybrid Plan Participants (approximately 20 employees) to educate them about the two components of the Hybrid Program and the upcoming auto-escalation adjustment which automatically increases participants' voluntary contribution to .05 percent effective January 1, 2023. Kristine Martin reviewed the basic components of the Hybrid Plan, showed some illustrated examples and explanations about voluntary contributions, and reviewed how to access accounts online to make allocation and contributory adjustments.
- Ms. Martin attended the Fall Education Forum hosted by Virginia Risk Sharing Association (VRSA) where she met VRSA's staff, networked with its members, and received instruction on informative topics and legislative changes.
- The Town is currently in the interviewing phase for a Maintenance Operator in the Water and Sewer division.
- The Town is currently in the interviewing phase for Police Officer openings with the South Hill Police Department.

A motion was made by Councilman Taylor, second by Councilwoman Luster, to approve the Reports to Approve as Presented for October 2022. The motion carried unanimously.

12. COMMITTEE REPORTS

Councilman Moss shared that in reflecting back to the Town Council Retreat in January, there was discussion with Kimball Payne about possibly not having committees. He commented Councilman Taylor has also shared that sentiment. There is a vacancy on several committees since Councilman Ben Taylor resigned. As Council gets ready to move into a budget season very soon, Councilman Moss asked what the general consensus is regarding doing away with the committees altogether and maybe holding quarterly workshops or workshops as needed. Councilman Moody commented the request has validity to it and is something Council should consider. Keeping the upcoming election in mind, Mayor Marion asked Council to share their feedback with him or the Town Manager prior to January 1, 2023.

Councilman Moss also mentioned conversations considering COLA increases being merit-based versus step.

13. OTHER BUSINESS

No items were presented under Other Business.

14. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 7:34 p.m.

VALIDATION

Minutes approved this ____ day of _____, 20____.

Anna B. Cratch, Town Clerk

Dean Marion, Mayor



**SOUTH HILL TOWN COUNCIL
REGULAR MEETING AGENDA
TUESDAY, OCTOBER 11, 2022, 7:00 PM**

Town Hall Council Chambers ~ 211 S. Mecklenburg Avenue ~ South Hill, Virginia 23970

- ⌒ *Please remember speaker sign ups are required before meeting begins. Sign up sheets are located on the table outside the front Council doors. Speakers are asked to use the aisle microphone.*
- ⌒ *Please silence all cell phones while Council is in session.*

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Agenda
5. Approval of Minutes – September 12, 2022 Regular Meeting
6. Citizens to Address Council *Comments are limited to three minutes (five minutes if on behalf of a group).*
7. Public Hearings *Comments are limited to three minutes (five minutes if on behalf of a group).*
 - A. RE 2022-6, Request by Jamethro Rogers to rezone property owned by Superior Investments, Inc. located on the corner of Meadow Street and Brooke Avenue from Central Business District C-3 to General Dwelling District R2-16 – David Hash
8. Town Manager Report
 - A. 2023 Commonwealth Holiday Calendar
 - B. Ordinance Amendments
9. Finance Report
 - A. Appropriation of VRSA Grant Funds
 - B. Appropriation of ARPA SLFRF Grant Funds
 - C. Transfer of Funds
10. Municipal Services Report
 - A. Bid Award for Leachate Disposal Site
 - B. Bid Award for Public Works Maintenance Office
11. Reports to Approve as Presented
 - A. Town Manager Report
 - i. Facilities Reservation Calendar
 - ii. Emergency Notification System
 - iii. Halloween Reminders
 - B. Finance Report
 - C. Police Report
 - D. Municipal Services Report
 - i. Monthly Projects Report
 - ii. Fire Report
 - E. Code Compliance Report
 - i. Monthly Report
 - ii. Dilapidated Properties
 - F. Business Development Report
 - G. Human Resources Report
12. Committee Reports
13. Other Business
14. Adjournment